



Organizing a multisport event, regardless of size, is a complex undertaking with many variables and 'to-do' items. While this list is not a 'catch all' list of items a Race Director needs to consider, it outlines many of the items required to make an event run smoothly.

RACE DIRECTOR'S EVENT CHECK LIST

ADMINISTRATION

- Website up to date.
- Entry form created – includes participant waiver.
- Electronic registration service secured.
- Race Director is a current member of Triathlon BC.
- Land permits secured.
- Residents informed of event.
- Sanction package complete and submitted 45 days out from event day.
- Once sanction is approved, request certificate of insurance.
- Create social media campaign.
- Course map designed, completed, checked and posted on website.
- Accommodation information provided online.
- Reference to ITU, Triathlon Canada, and Triathlon BC rules and regulations.
- Awards secured.
- Post Triathlon BC logo and link to event website.
- Contact with event's assigned Head Official.
- Submit post event information and associated fees to Triathlon BC

GENERAL

- Timing system secured.
- Swim, bike & run distances verified.
- One washroom per 30 athletes in vicinity.
- Bib numbers for athletes.
- 5 Year Age Categories offered.
- Race numbers for bicycle.
- Body markings outer, upper left arm, and outer, lower left leg.
- Announcer and PA
- Athlete Meeting notes highlighting areas of concern and safety

VOLUNTEERS

- | | |
|---|---|
| <input type="checkbox"/> Major intersections | <input type="checkbox"/> Control spectators |
| <input type="checkbox"/> Course turns | <input type="checkbox"/> Food Services |
| <input type="checkbox"/> Transition zone security | <input type="checkbox"/> Communications |
| <input type="checkbox"/> Aid stations | <input type="checkbox"/> Head Coordinators |
| <input type="checkbox"/> Body marking | <input type="checkbox"/> check-in |
| <input type="checkbox"/> Clean up | <input type="checkbox"/> set up |
| <input type="checkbox"/> Volunteer orientation | <input type="checkbox"/> Volunteer appreciation |

SWIM

- Determine number and position (distance) of swim buoys
- Measured with appropriate technology - laser tangent
- Turns greater than 90 degrees
- Turns always on either right or left (i.e. no slalom)
- Minimum 2 lifeguards for 100 athletes. Another lifeguard per 50 athletes

TRANSITION

- Athletes travel same distance
- 3 metres between bike rack rows with bikes racked
- Clearly marked mount/dismount line
- Secure fencing
- Exit areas not less than 3 metres wide
- Separate cycle and run exits
- Plan to ensure safety of equipment and prevent theft
- Aid station located at exit from swim and exit to run

CYCLE

- Measured with suitable instrument (i.e. Jones Counter or calibrated instrument)
- Sound road surface
- Warning signs
- All corners to be swept
- Turn markers
- Distance markings every 5km of bike course
- Numbers on bikes
- Areas of spectator involvement controlled
- Aid stations required?
- Lead and sweep vehicles
- Minimum lane width 3 meters

RUN SECTION

- Measured with suitable instrument (Jones counter/measuring wheel)
- Distance markings every 1km
- Areas of spectator involvement controlled
- No cross over with bike or run course
- Traffic cones every 10m where no road
- Trail bike (follow last participant)

FINISH LINE/POST RACE

- Display clock at finish line
- Medical personnel
- Finish chute
- Marked finish line
- Various "headquarters" facilities
- Post-race food and fluid
- Massage therapy

MEDICAL

- Qualified medical personnel
- Equipped ambulance at race site
- Designated hospital informed of event
- Ambulance has direct access to medical headquarters
- Medical spotters
- Medical tent/area
- First aid supplies
- Medical personnel and equipment at the discretion of MD
- Evacuation Plan
- Communication equipment
- Surveillance plan

COMMUNICATIONS

- Must have communication between key members of the race committee
- Swim course
- Run course
- Roving communication
- Medical tent
- Headquarters
- Bike course

OFFICIALS

- Motorbikes/drivers/helmets or dedicated vehicles identified
- Names/phone numbers of motorbike drivers or vehicle drivers to Head Official
- Compensation for Officials
- Communications
- Entry list/print out of competitors to technical delegate
- Thank Officials & Volunteers
- Competition Jury Rep identified
- Boat and driver to check water temperature day before race and before pre-race meeting
- Technical delegate speaks at pre-race meeting

AWARDS & BANQUET

- Awards to top 3 finishers all categories
- Post-race food - adequate food
- Post-race awards ceremony
- Alternate location for inclement weather of outside
- Thank sponsors, volunteers, key personnel, etc.